



MQA-4 The 1C4 CAREER FIELD



PREREQUISITIES: CC/DO/SQ Sup meetings

REQUIRED READING: Squadron IO's

PURPOSE: Familiarize newly assigned ALOs with squadron facilities and layout



OVERVIEW

- ◆ Master Job Qualification Standard
- ◆ Disposition and Maintenance of the 623
- ◆ Career Development Courses
- ◆ 1C4 Career Progression and Special Duty Pay
- ◆ Equipment Accountability
- ◆ Understanding the Enlisted 1C4



MASTER JOB QUALIFICATION STANDARD (MJQS)



- ◆ **Master Job Qualification Standard (MJQS) and the AF Form 623, Individual Training Record**
- ◆ The MJQS is a template used by supervisors to identify and track the training of assigned airmen and NCO's.
- ◆ It identifies the training requirements for all assigned enlisted personnel.
- ◆ The MJQS is normally maintained by the Training Section, and may be signed out to build the individuals AF Form 623.



AF FORM 623, INDIVIDUAL TRAINING RECORD



◆ The AF 623 contains five sections:

- ◆ Career Field Education and Training Plan (CFETP)
- ◆ AF Form 797, Job Qualification Standard (JQS)
- ◆ AF Form 1098, Special Task Certification (STS)
- ◆ AF Form 623a, OJT Continuation Training Sheet
- ◆ Miscellaneous



DISPOSITION AND MAINTENANCE OF THE 623



- ◆ **The AF 623 is an official record of all training received by a trainee**
- ◆ **The information in this record must be current at all times**
- ◆ **The responsibility of maintaining the record rests**
- ◆ **solely on the immediate supervisor.**
- ◆ **The 623 is kept in a semi-secure area**



DISPOSITION AND MAINTENANCE OF THE 623



- ◆ Normally the Flight CC/ALO is responsible for only one 623, the Flight Chiefs
- ◆ The Flight Chief is responsible to ensure all supervisors in his flight keep their records secure, up-to-date and current
 - ◆ *Keep in mind that if there's an accident on the range, whether A/C are involved or not, the investigation team will confiscate the individuals training record (AF 623) and check to see if the person was qualified to perform the task*



CAREER DEVELOPMENT COURSE (CDC)



- ◆ Each person graduating from technical training is required to complete a three volume CDC.
- ◆ When the individual signs into the squadron, the Unit Training Manager orders the CDC's.
- ◆ Once the CDC's are ordered, it takes about three to four weeks for them to arrive.
- ◆ As the Flight Commander, you'll need to ensure your flight has a tracking system in place to ensure CDC completion is on schedule.



CAREER DEVELOPMENT COURSE (CDC)



- ◆ **The following sequence is used when issuing the CDC's to the supervisor and trainee:**
- ◆ Documents arrival date of the CDC's on the trainee's 632a
- ◆ Inventory the CDC to ensure all items were shipped and that the proper CDC's were delivered
- ◆ Issue one (and only one) volume to the trainee. The trainee then has 30 days to complete the volume
- ◆ Administer the End of Volume (EOV) test



CAREER DEVELOPMENT COURSE (CDC)



- Review the EOVT test with trainee and assign additional training/issue next volume allowing the trainee 30 days to complete the next volume. During this process, document in 623a additional training/issue of next volume. Follow this same process throughout the course
- Once all three volumes are complete, order End of Course (EOC) test through the Unit Training Manager
- Document Course completion in the trainees 623



1C4X0 SPECIFIC CAREER PROGRESSION AND SPECIAL DUTY PAY



- ◆ **Career Field Progression**
- ◆ **Mission Ready (MR) Qualification**
- ◆ **Special Duty Pay**
- ◆ **Skill Levels**
- ◆ **Required Schools**
- ◆ **Upgrade Schools**



CAREER FIELD PROGRESSION



◆ 1C4X1, Tactical Air Command and Control

◆ Enlisted Terminal Attack Controller

◆ Enlisted Battalion Air Liaison Officer

◆ Flight Chief

◆ Squadron Superintendent



MISSION READY QUALIFICATION



- ◆ All 1C4's must maintain MR status.
- ◆ There are two tiers of MR qualifications for 1C4's
 - ◆ The first MR category is the basic 1C4X0.
 - ◆ The second category of MR Qualification is the 1C4X0 ETAC
- ◆ Refer to AFI 13-102 for specifics on training and check ride requirements.



MISSION READY QUALIFICATION



- ◆ Member signs into the Squadron (maximum of 30 day allowed for inprocessing)
- ◆ Member enters into training (this is now the members training start date)
- ◆ Supervisor interviews trainee and identifies training needs



MISSION READY QUALIFICATION



- ◆ Member is given required training and all paperwork is completed in 623
- ◆ Once training is complete, supervisor notifies training section
- ◆ Training section checks for completion of documentation and notifies S/E section that member is ready for checkride
- ◆ S/E section prepares formal notification of members checkride and passes notification to supervisor and member



MISSION READY QUALIFICATION



- ◆ Supervisor ensures member is ready for checkride and deconflicts dates
- ◆ Member is given written test NLT one day prior to evaluation. If member fails, the evaluation is stopped and given new evaluation test date. The field evaluation will not start until the member passes the written portion



MISSION READY QUALIFICATION



- ◆ Member is evaluated by S/E and supervisor is debriefed.
- ◆ If member passes with zero deficiencies, the checkride is complete and paperwork follows.
- ◆ If additional training is required, it will be annotated on the checkride form.
- ◆ Supervisor will ensure follow-up training is complete and notify S/E when all additional training is done.



MISSION READY QUALIFICATION



- ◆ If member fails either the test or field evaluation, they will be re-entered into training and a new evaluation date will be set.
- ◆ On all failures, the CC, DO and Squadron Superintendent will be debriefed along with the Flight CC/Chief, and supervisor.
- ◆ AF Form 623 will be updated with new dates and signatures



SPECIAL DUTY PAY

- ◆ Due to this increased responsibility, the AF has authorized 1C4's Special Duty Pay (SDP).
- ◆ The amount of the SDP is reflected by the members experience level, certification and duty position. S
- ◆ DP is broken up into five tiers: SDP-1, 2, 3, 4 and 5.
- ◆ To start, stop or change a members SDP the supervisor uses the AF Form 2096.



SDP REQUIREMENTS



- ◆ SDP-1: 1C4 with less than 6 months experience (\$55.00)
- ◆ SDP-2: 1C4 with at least 6 months but less than 12 months experience (\$110.00)
- ◆ SDP-3: 1C4 with more than 12 months experience (\$165.00)
- ◆ SDP-4: 1C4 Certified as an ETAC and hold SEI 914 (\$220.00)
- ◆ SDP-5: 1C4 and E-6 or above performing duties as Battalion Air Liaison Officer; must be approved by AF/XOCE (\$275.00)



SKILL LEVELS

- ◆ There are four skill levels awarded to enlisted members.
- ◆ They are broken into three tiers: 3, 5, 7 and 9 levels.
- ◆ Skill levels are based on rank, formal training and on-the-job training (OJT).
- ◆ As the Flight Commander, it's important you understand where a person should be in their training progression.



REQUIRED SCHOOLS



- ◆ Professional Military Education is an important and necessary part of progression through the enlisted ranks.
- ◆ This is especially important for the 1C4 career field since they are separated from the Air Force for most, if not their entire career.
- ◆ Most of these schools are required to move on to the next higher grade.



REQUIRED SCHOOLS

- ◆ **Airman Leadership School (ALS):** SrA, 48 mo TIS or Line number for Staff and 12 months retainability
- ◆ **Noncommissioned Officers Academy (NCOA):** TSgt or TSgt Select and 12 months retainability
- ◆ **Senior Noncommissioned Officers Academy (SNCOA):** Normally in residence slots are reserved for SMSgt selects. MSgt selects are authorized and encouraged to enroll in the SNCOA by correspondence.



UPGRADE SCHOOLS AND REQUEST PROCEDURES



- ◆ There are a number of special schools offered for 1C4's. (Airborne, Jump Master, Ranger, Air Assault, Artic/Water Survival and Pathfinder)
- ◆ These schools are very stringent and require the student's full attention to detail to graduate.
- ◆ Airborne, Air Assault, Ranger and Pathfinder courses normally have a 30-40 percent washout rate
- ◆ It's imperative that only the best are selected to attend.



UPGRADE SCHOOLS AND REQUEST PROCEDURES



- ◆ The training section will maintain the waiting list of volunteers
- ◆ In addition, they will administer the PT test and ensure members selected to attend special courses are given the proper information for successful completion of the course



UPGRADE SCHOOLS AND REQUEST PROCEDURES



◆ In order to be selected to attend Airborne, Air Assault, Pathfinder and Ranger courses, members must meet the following minimum pre-requisites:

- ◆ Volunteer
- ◆ Pass the US Army PT test 3 days in a row (Ranger standards are somewhat more stringent)
- ◆ Pass Class III Flight Physical



EQUIPMENT ACCOUNTABILITY

- ◆ Each person in your flight is issued equipment through the Air Force and Army.
- ◆ It's the responsibility of the Flight Commander and Flight Chief to ensure the equipment is properly maintained and accounted for
- ◆ As the Flight Commander you're the focal point for setting the tone within your flight.



EQUIPMENT ACCOUNT PROCEDURES - ARMY



- ◆ Most of the individual equipment issue you receive comes from CIF.
- ◆ When being issued equipment from CIF ensure its serviceability and cleanliness.
- ◆ Double check the hand receipt before signing for your issue.
- ◆ CIF has a zero tolerance policy for lost or dirty items during turn-in upon PCS/ETS.



EQUIPMENT ACCOUNT PROCEDURES - ARMY



- ➡ If you break/wear out a piece of equipment issued by CIF, clean the item and swap
- ➡ Don't wait until its time to PCS/ETS before trading it in for a new one.
- ➡ If you or someone in your flight loses a piece of equipment, notify CIF immediately so the paperwork can be started to remove the piece of equipment from your records
- ➡ The Squadron CC is the person who determines if there was negligence involved with the loss



EQUIPMENT ACCOUNT PROCEDURES - AIR FORCE



- ◆ Personnel issued a vehicle will also be issued the field equipment associated with the weapons system.
- ◆ The additional equipment is locked in storage container located in the motorpool area.
- ◆ The only people who have a key to the locker are the individual, Flight Chief and Equipment Custodian.



EQUIPMENT ACCOUNT PROCEDURES - AIR FORCE



➡ *WEAPONS SYSTEM ISSUE*

- ➡ Supervisor or individual sets date with equipment custodian to issue equipment
- ➡ Equipment custodian and individual inventory equipment together
- ➡ Equipment custodian prepares hand receipt
- ➡ Individual signs for equipment
- ➡ Equipment custodian signs members inprocessing worksheet



EQUIPMENT ACCOUNT PROCEDURES - AIR FORCE



◆ *WEAPONS SYSTEM TURN-IN*

- ◆ Supervisor or individual sets date with equipment custodian for turn-in
- ◆ Equipment custodian and hand receipt holder inventory equipment together
- ◆ Equipment custodian signs members out processing worksheet (if applicable)
- ◆ Equipment custodian returns hand receipt to member



INDIVIDUAL EQUIPMENT ISSUE



(Compasses, FAC Kits etc.)

- ◆ Individual sets date with equipment custodian for issue
 - ◆ Equipment custodian and individual inventory equipment together
 - ◆ Equipment custodian prepares hand receipt
 - ◆ Individual signs for equipment
 - ◆ Equipment custodian signs members inprocessing worksheet (if applicable)



INDIVIDUAL EQUIPMENT TURN-IN (Compasses, FAC Kits etc.)



- ◆ Individual sets date with equipment custodian for turn-in
- ◆ Equipment custodian and individual inventory equipment together
- ◆ Equipment custodian returns hand receipt



UNDERSTANDING THE ENLISTED FORCE



- ➡ **Walk-the-Walk**
- ➡ **Fraternization**
- ➡ **Complaining**
- ➡ **Physical Training (PT)**
- ➡ **Being Hoo-ah**



WALK-THE-WALK



- ◆ **Support the Commander and Senior Staff Decisions**
- ◆ If you have a disagreement, discuss it behind closed doors with those in charge.
- ◆ Once the decisions made, enforce it like it's your own.
- ◆ Keep your opinions to the contrary in the officer corps. Complaining to your Flight Chief or flight members will serve no useful purpose other than decrease morale in your flight



WALK-THE-WALK



- ◆ **Be on Time.** One of the quickest ways for your people to lose respect for you is to short-change the workday. After awhile, you can be assured that your flight will follow your lead
- ◆ **Insist your peer's lead by example.** Other flights can also affect your flights morale. If you see a flight slacking, pull the flight commander aside and refocus him on the standards of the AF and Squadron



WALK-THE-WALK



- ◆ Support Unit Activities
- ◆ Be a member of the Squadron Association. Attend all unit functions; Hail and Farewells etc.
- ◆ Host occasional Flight activities at you home
 - ◆ Keep these professional and within AF standards



FRATERERNIZATION



- As an Officer in the AF, the burden is solely on you to keep your relationships with enlisted members professional
- Using first names or spending off duty time with an enlisted member in your flight often leads to the perception of favoritism.
- Remember...perception “is” reality to some people
- Focus on being a leader and not being one of the boys



COMPLAINING



- ➡ It's a guarantee that complaining about your assignment or pay will fall on unsympathetic ears.
- ➡ It's almost a guarantee that you as the Flight Commander will set the tone in your flight.
- ➡ Only a strong SNCO will be able to offset an officer who continuously degrades the mission of their unit and the profession the enlisted member volunteered for.



PHYSICAL TRAINING (PT)



- ◆ Lead from out front. Physical Training is a corps requirement of the career field. One of the best ways to enhance your leadership position within your flight is to participate in PT sessions.
- ◆ No one expects the you to be the biggest stud on the PT field, but they do expect participation. Initially you may have trouble meeting the standard. Most people are able to meet the standard within six to eight weeks with regular participation
- ◆ Remember, there's most likely an old crusty SNCO you can workout with.



BEING HOO-AH

- From day one at technical school the guys are being pumped up about being Gung-ho.
- One of the ways they do this is by motivating these young airmen are through various Army traditions.
 - For example, formation runs, cadence calling and the well-known versatile verbiage referred to as Hoo-ah.
 - This may seem to be too “Army” for an officer who just PCS’d into an unfamiliar environment. However, the reality is that this is now a part of the ROMAD tradition and bond of the career field.



BEING HOO-AH



- ◆ Making your squadron a no-Hoo-ah zone or promoting a hate the army environment is counterproductive to the psyche of your young airmen.
- ◆ Remember, you're a guest in the unit and *tradition* is permanent party. The men you're leading are not non-combatants; they are front line warriors and have a need to set themselves apart from the everyday airmen.



Communication Feedbacks AND EPR's



◆ Feedbacks

- ◆ When accomplishing the required feedback session take the time to do it properly
- ◆ If you're not sure how to prepare for a feedback session refer to AF Pamphlet 36-2211, USAF Promotion Fitness Examination, Chap. 11, pg. 150



FEEDBACK



- ◆ At no time will you have a better opportunity to let the person know what makes “you” happy.
- ◆ The ratee, normally your Flight Chief, deserves detailed guidance and your true feelings on what will make them and the people in their flight successful while working for you.
- ◆ If haircuts are your pet peeve, tell them up front so they know the standard.



FEEDBACK



- If your Flight Chief is starting to move away from your guidance, pull them back into formation with private on-the-spot corrections. Address your flight as a whole once you assume command.
- Like you're one-on-one with the Flight Chief, let them know the standards you expect.
- And last but not least, enforce your and the AF standard.



EPR's



- ◆ Besides medals, EPR's are your only real way to reward outstanding performance.
- ◆ Giving someone who is average a 5 diminishes your ability to truly take care of your top-notch people. Don't fall into the trap of being a nice guy.



EPR's



- ◆ Take a hard look at your people and insist the supervisors in your flight rate the people who work for them justly.
- ◆ Guidance for preparing EPR's is found in AF Pamphlet 36-2211, USAF Promotion Fitness Examination, Chap. 11, pg. 163.



MEDALS



- ◆ Preparing and routing of the AF medals are the same as when stationed on an AF Base
- ◆ Preparing Army Medals are somewhat different and routing varies on the location
- ◆ Although the Army awards Army medals, it's normally the Flight Commander or Flight Chief who writes and prepare the Army form for submission



MEDALS



- ◆ The DA Form 638 is straightforward and easy to fill out. See the unit orderly room for guidance on finding the form
- ◆ Signature blocks and exact routing protocol will come from the supported Army unit



DISCIPLINARY OPTIONS



- ➡ As a Flight commander you have several tools to choose from for disciplining your troops
- ➡ Use the least severe form of discipline required to rehabilitate the offender
- ➡ The normal sequence for disciplining your people are verbal counseling, written counseling, verbal admonishment, written admonishment, verbal reprimand, written reprimand and Article 15 action



DISCIPLINARY OPTIONS



- ◆ The Squadron CC may is the only one who can administer article 15 actions
- ◆ However you have the option of recommending article 15 actions to them.



OVERVIEW

- ◆ Master Job Qualification Standard
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- ◆ Career Development Courses
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QUESTIONS

